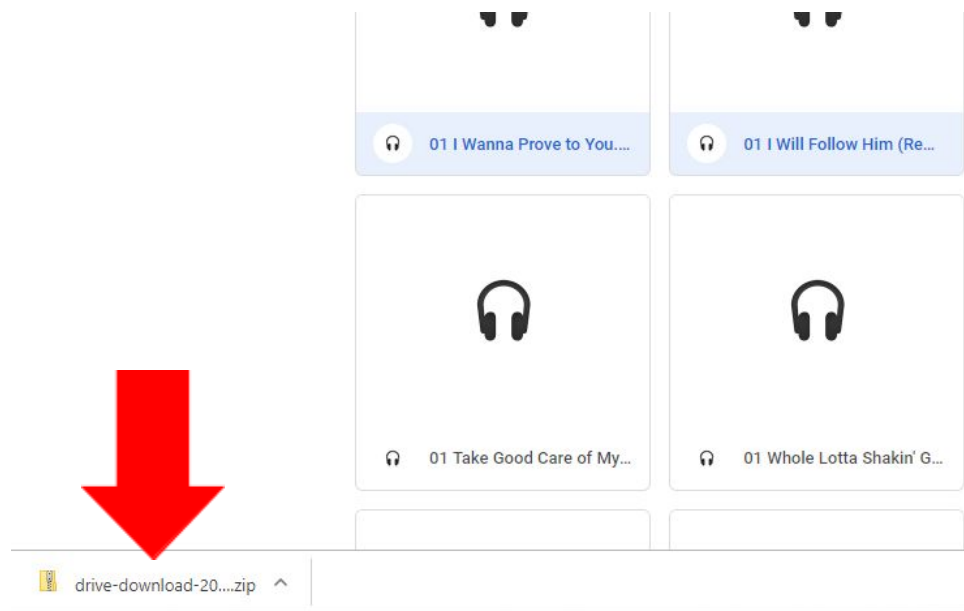


How to Upload Music to Zetta

1. Your song **MUST** be a **.mp3** or **.wav** file! (Zetta does Not like .mp4 or .m4a, refer to other handout for info on changing audio file type)
2. Your song **MUST** be clean (i.e. follows FCC regulations: no swearing/no graphic or obscene language or content **AND IS OBTAINED LEGALLY**)
 - a. If your song takes more than 10 minutes to edit clean or sounds awful no matter what you do, it might be a lost cause. 😞
3. Use the CD ripper to download songs from CDs. **Remember:** Just because a song is on a CD doesn't mean it's clean.
4. **MOST IMPORTANTLY:** Make sure your song is not already in the system! Check to see if we already have it uploaded to our library and listen through the song to make sure the version in our system is clean! (Our library is not perfect! Do not trust that every DJ prior to you has taken the same caution you are taking!)

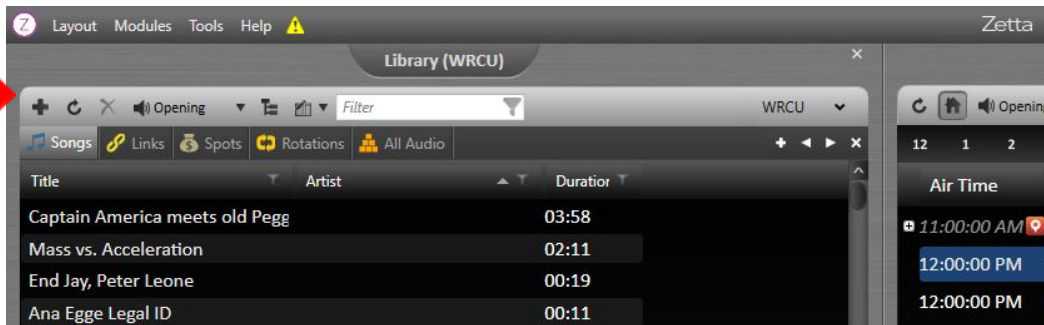
Uploading Music:

1. Transfer your files onto the main computer. This can be done either:
 - a. By placing your files on flash drive and connecting it to the Production Studio computer. Move your files onto the desktop, and for the sake of organization, feel free to make a personal folder in which to store your song files. Skip step 2 if you choose this route.
 - b. OR by uploading your songs onto Google Drive on your personal computer, and logging into Google Chrome on the Prod Studio PC (**Not the Mac– the Mac is for editing songs and looking up lyrics, it does not connect to Zetta**). You can then download them into a zipped file seen below.

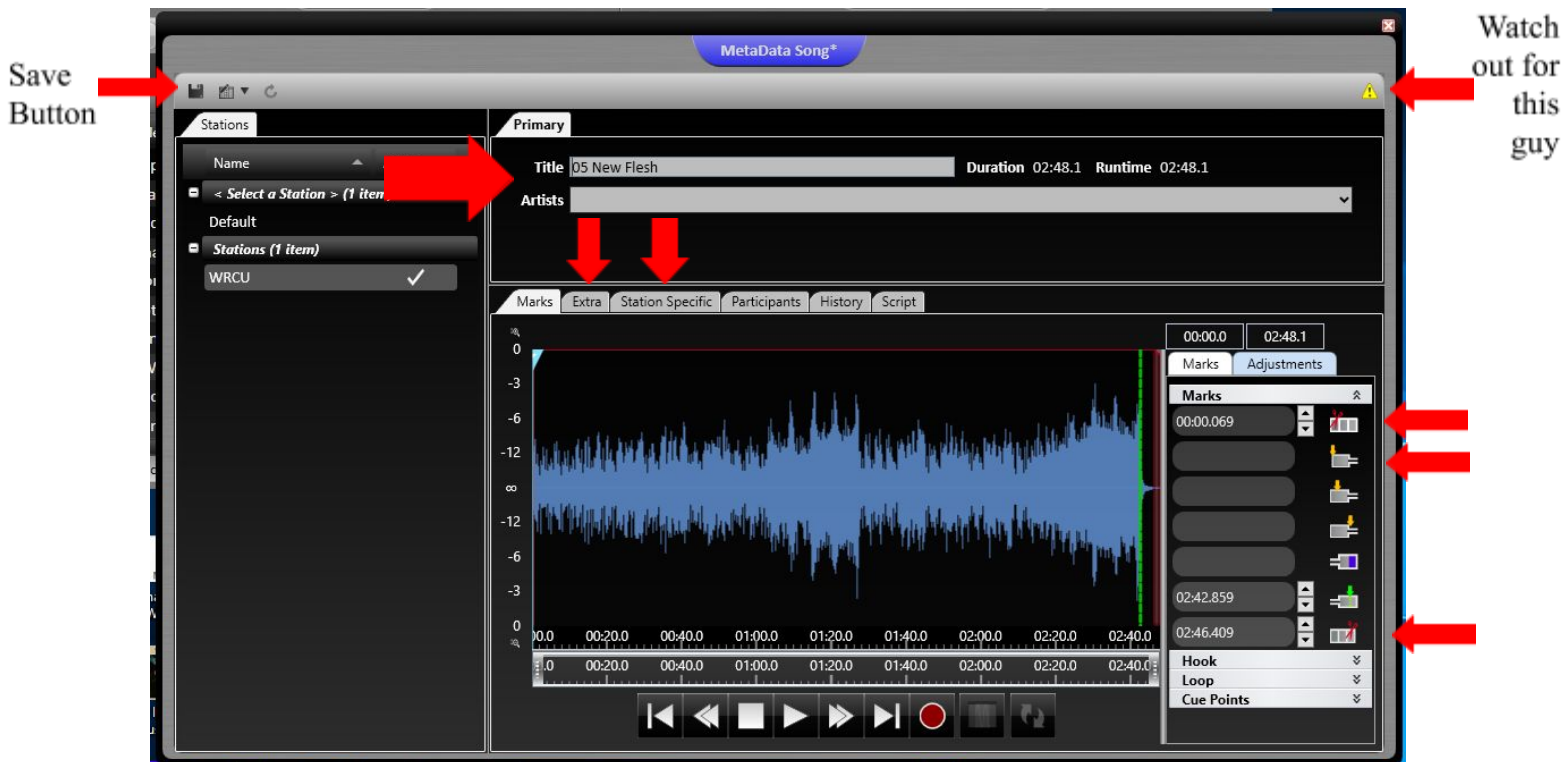


How to Upload Music to Zetta

2. When you click on the downloaded zip file, a new window will open that contains your songs. These songs must be dragged onto the desktop. They cannot be uploaded directly out of the zip file. Once again, please feel free to create your own personal folder on the desktop in order to keep it organized.
3. In Zetta, you will see two windows. The window below shows the Library. Click on the plus button in the top left corner to add a new song.



4. This window will appear once you click on the plus button. Drag your song file from the desktop into the empty space where the blue waves are in the photo below. The waves that appear can tell you a lot about your song; if the waves cut off and there is 30 seconds of silence in your song, something may be wrong! Likewise, if only the top half of the wave appears, then something is Definitely Wrong! Don't upload bad files!



How to Upload Music to Zetta

5. On the right side of the waveform, there is a section called “Marks” these functions enable you to clip the beginning or end of a song if there is weird silence that can be trimmed. The yellow arrow buttons are used to give you, the DJ, information about when the major parts of each song occur. While playing the file in this window, you can press one of the buttons in the “Marks” section to place a marker. You can use these markers to set up transitions from speaking segments into music segments in your show. For example, if your song has an instrumental beginning that you would like to talk over to introduce the song, you can place the first marker at the very end of it before the vocals, so that later on, while you are on air, Zetta will tell you how much time you have left before the vocals come in.
6. Add the song title and artist in the lines above the file’s waveform. Make sure to delete any extra information that is not necessary (e.g. Remastered Edition 2005). The tabs above the file box are used to help specify what kind of song this is. This will help to organize the library and make it easier for you and others to find this song later on. Under “Extra” you can add the album title and the record label, if you happen to know it. Under “Station Specific” you can add the “category” (genre), “mood”, and “energy” of the song you’re uploading. After you’ve done these steps, press the save button in the top left corner and exit the window.
 - a. If the little yellow triangle (or maybe even a red triangle) persists after you’ve saved your file, hover the mouse over it to see what’s wrong. If you can’t fix it, refer to the “Who to Call” sheet and shoot one of us a text.
7. Do it again.
 - a. And again.
 - i. And again.
 1. And again.
 - a. And again.
 - i. And again.
 1. And again. At least, until we’ve uploaded every song in the universe.